

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for LNI Approval

I am writing to formally request approval for the LNI [specific request or project name]. We have conducted the necessary assessments and believe this project aligns with [relevant regulations or criteria].

[Briefly outline the purpose of the project, expected outcomes, and any supporting information or documents attached.]

We appreciate your attention to this matter and look forward to your positive response. Should you require any further information or clarification, please do not hesitate to contact me at [phone number] or [email address].

Thank you for considering our request.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company/Organization Name]